



Institute for Quality

Education, Training and Development

Empowerment through Education



FETC: New Venture Creation

Course Information

FURTHER EDUCATION AND TRAINING CERTIFICATE NEW VENTURE CREATION

SAQA ID: 66249

NQF LEVEL: 4

CREDITS 149

PURPOSE AND RATIONALE OF THE QUALIFICATION

The purpose of the Qualification is to develop the appropriate skills and knowledge required by a person for the establishment and development of a small to medium business venture, and address the economic, administrative and behavioural (psycho-social) barriers that contribute to success in starting and sustaining the venture.

This qualification is intended for persons who wish to start, operate, manage and grow a new small to medium business venture. Learners attempting this qualification will be equipped with a variety of technical, business managerial and personal skills and strategies to help them succeed in the creation and sustenance of a business. The successful learner will develop a sound foundation for the application of these skills and knowledge to explore a diverse range of entrepreneurial opportunities.

Recipients of this qualification will be able to:

- Demonstrate an ability to identify and create a new venture.
- Demonstrate knowledge of interpersonal skills required in a business environment.
- Demonstrate an understanding of basic economics within a market economy.
- Manage a new venture by applying business principles and techniques.
- Demonstrate an understanding of the role of leadership and management.

COURSE EXPECTATION

This is a learnership, and therefore has a theory and workplace component.

- Learners are expected to complete the theory at the training provider.
- The workplace component must be complete at a recognised workplace.
- The activities at the workplace will be determined by the workplace tasks that need to be completed.

Training Provider

Workplace

SELECTION OF WORKPLACE

Learners are required to ensure that they have secured a workplace. Whilst IQ supports learners in this endeavour, it is the learners responsibility.

The workplace selected must be in line with the course undertaken.

Learners will be provided with a pack that includes:

- Letter of request for placement
- Placement guidelines for Employer organisations



YOUR COURSE COMPRISE OF THE FOLLOWING:

- Complete Learner orientation on the programme expectations.
- Mentor guidelines for the workplace mentors.
- Work integrated guidelines for the workplace.
- Learner orientation guide.
- Process meetings map with employers and mentors
- Training plan including the schedule of assessments
- Process map for the qualification.
- Learner guides, workbooks and log books
- E-learning lessons/ PC Tablet (with audio voice lessons)
- Training videos to support lessons showing practical applications

ASSESSMENT

Assessments are an important part of your learning as it serves as a measure to identify if you have achieved the competencies required in this course.

Various assessment methods are used during the course of your programme. All these are collated into a Portfolio of Evidence which is used for the final summative assessment. Each module of your study will have an assessment of some form. The workplace is assessed through a logbook. This comprises a list of tasks which needs to be completed and signed off by your workplace mentor.

DELIVERY MODALITY

The delivery modality is flexible and designed according to the needs of the client. The following are some of the options:

Option 1

- Lessons are presented on a PC Tablet. These are recorded. All the learner guides and workbooks are on the PC Tablet.

Option 2

- E-learning. Lessons are on the e-learning platform and learners progress through them.

Option 3

- Face to face tuition according to a training plan.



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PROGRAMME MODULE

CORE

ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
114600	Apply innovative thinking to the development of a small business	NQF Level 04	4
263455	Apply the principles of costing and pricing to a business venture	NQF Level 04	6
263356	Demonstrate an understanding of an entrepreneurial profile	NQF Level 04	5
263514	Demonstrate an understanding of the function of the market mechanisms in a new venture	NQF Level 04	5
120389	Explain and apply the concept, principles and theories of motivation in a leadership context	NQF Level 04	6
114584	Finance a new venture	NQF Level 04	5
263534	Implement an action plan for a new venture	NQF Level 04	4
263474	Manage finances of a new venture	NQF Level 04	6
114805	Manage general administration	NQF Level 04	4
13948	Negotiate an agreement or deal in an authentic work situation	NQF Level 04	5
263434	Plan and manage production/operations in a new venture	NQF Level 04	6
263456	Plan strategically to improve new venture performance	NQF Level 04	4
114592	Produce business plans for a new venture	NQF Level 04	8
114596	Research the viability of new venture ideas/opportunities	NQF Level 04	5
116394	Implement and manage human resource and labour relations policies and acts	Level TBA: Pre-2009 was L5	9
119472	Accommodate audience and context needs in oral/signed communication	NQF Level 03	5
119457	Interpret and use information from texts	NQF Level 03	5
119467	Use language and communication in occupational learning programmes	NQF Level 03	5
119465	Write/present/sign texts for a range of communicative contexts	NQF Level 03	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6

FUNDAMENTAL

ELECTIVE

119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	NQF Level 04	5
119469	Read/view, analyse and respond to a variety of texts	NQF Level 04	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
119471	Use language and communication in occupational learning programmes	NQF Level 04	5
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
119459	Write/present/sign for a wide range of contexts	NQF Level 04	5
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	NQF Level 03	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	NQF Level 03	4
242655	Demonstrate knowledge and application of ethical conduct in a business environment	NQF Level 04	4
117156	Interpret basic financial statements	NQF Level 04	4
114593	Tender to secure business for a new venture	NQF Level 04	5